



Vendor Application

This one day festival attracts 15,000 people.

Date: Saturday, July 8, 2017

Time: 11:00am-11:30pm.

Location: Fort Steilacoom Park 8714 87th St SW, Lakewood, WA 98499

- Market Vendors operate from 11:00am – 6:00pm

- Food Vendors operate from 10:00am – 8:00pm

Contact: Sally Gilpin Martinez 253.983.7758 smartinez@cityoflakewood.us

Vendor Information & Guidelines

Vendors are selected based on quality and presentation of merchandise and appropriate fit with the spirit of the Festival. Past participation is not a guarantee of acceptance.

Please send your application and booth fee to City of Lakewood Attn: Sally Martinez 6000 Main Street SW 98499. Checks payable to City of Lakewood.

Market Vendor Booth Fee \$150 10'x 10' \$300 10'x 20'	Commercially produced products.
Artesan Vendor Booth Fee \$100 10'x 10' \$200 10'x 20'	Any vendor selling handmade items, specialty food products, jewelry, etc.
Non-profit Booth fee \$25 10'x 10' \$50 10'x 20'	Must provide quality hands on activity for a minimum of 200 youth and families. Please include description in this application.
Food Truck Fee Food Truck Vendor \$225 30'X10' Food Vendor with canopy \$125 15'X15'	Any vendor selling "ready to eat" food or beverages of any kind.
\$25 APPLICATION FEE (Non-refundable) this applies to all vendor types including nonprofits	

Deadline for application and fees, April 1, 2017

Please visit www.cityoflakewood.us under "Events" for festival details.

Total Fees Enclosed:\$ _____ Checks payable to City of Lakewood Attn: Sally Martinez

SummerFEST 2017 Application

Company Name: _____ Contact Name: _____

Phone: _____ Email _____

Address: _____

Check Vendor Type: Food____, Artisan____, Market____, Non-Profit____

Booth Size: 10x 10____ 10x20____ Truck Size: Length____ Width____

For food trucks, where is your generator located on your vehicle: _____

Have you been a vendor at SummerFEST before? Yes____ No____

I read and agree to the Vendor Rules & Regulations below. Sing here: _____

Give a Brief Description of Items/or activity being provided (Please enclose or email photos unless you are a repeat vendor):

Business license # (Proof of business license is required): _____

Food Vendor:

Food handler permit # (Proof of handler permit is required): _____

List food items for sale: _____

Comments- Provide any additional information that will help us better understand your specific needs:

City of Lakewood Food Truck Insurance Requirements

Commercial General Liability coverage, with limits of \$1 million per occurrence & \$2 million aggregate.
Commercial General Liability coverage listing the City of Lakewood as an additional insured. The additional insured coverage needs to include ongoing and completed operations.
Proof of Auto Liability coverage not less than \$500,000.

Date provided to the City _____ (Deadline May 1, 2017)

City of Lakewood hot food vendor with canopy Insurance Requirements (Deadline May 1, 2017)

Commercial General Liability coverage, with limits of \$1 million per occurrence & \$2 million aggregate.
Commercial General Liability coverage listing the City of Lakewood as an additional insured.
The additional insured coverage needs to include ongoing and completed operations

(For office use only)

Date Insurance with the City of Lakewood listed as additional insured provided: _____

Date Payment received _____
Application Approved _____ Declined _____

Waiver of Release Signed: Yes ___ No ___

Waiver of Liability Release

I assume all risks and hazards incidental to such participation including any damage or loss to myself, my employees/volunteers, my booth and/or my inventory. I hereby waive, release, absolve, indemnify and agree to hold harmless the City of Lakewood, City of Lakewood Parks, Recreation and Community Services Department, event partners, supervisors, staff and volunteers for any claim arising from injury to myself, my staff/volunteers and/or my belongings. Furthermore, in case of any emergency, if I should require medical attention, I give permission for a City of Lakewood representative, or the representative's designee, to secure the emergency medical attention required. Any direction to the contrary should be attached to this form and signed. I agree that pictures taken during the program hours may be used for promotional purposes. Additionally, I do ___/ do not ___ give permission to the City of Lakewood staff to release my name and mailing address to other public entities hosting or planning to host an event similar in nature. By signing here I am stating that I have read and understand all pages of this vendor application packet including the event information, vendor descriptions, vendor fee schedule, bonuses and extras, vendor requirements, vendor rules and regulations, set-up and tear-down instructions and refund policy. I also understand that I have not been promised exclusivity for my products and/or services and that my submission of this application and payment does not guarantee my participation in SummerFEST 2017.

Contact Person's Signature _____ Date: _____

Rules and Regulations for Vendors see below



Please keep this portion of the application for your records

Details: One day festival that attracts 15,000 people.

Date: Saturday, July 8, 2017

Time: 11:00am-11:30pm.

Location: Fort Steilacoom Park 8714 87th St SW, Lakewood, WA 98499

- Market Vendors operate from 11:00am – 6:00pm

- Food Vendors operate from 10:00am – 8:00pm

Contact: Sally Gilpin Martinez 253.983.7758 smartinez@cityoflakewood.us

Summerfest website: www.cityoflakewood.us under “events”

RULES AND REGULATIONS

- ***Vendors must provide their own canopies, 10lbs weights for each leg, tables, chairs, tie-downs and other equipment.***
- SummerFEST 2017 is a public, family friendly event. The Vendor Committee reserves the right to refuse and prohibit any products/service from being sold or distributed.
- The Event Director’s actions and decisions are final.
- The SummerFEST 2017 Committee, staff, volunteers and partners are not responsible for any and all losses or damages of product or property associated with SummerFEST 2017.

Event vendors will comply with the following conduct and responsibility requirements:

- Event vendors will ensure that they and their volunteers conduct themselves in a personable and businesslike manner with customers, event staff/volunteers, public and other vendors.
- All music and noises are to be kept at a comfortable level and are not to bother surrounding vendors.
- All vendors are to stay within their booth space.
- All vendors are to have their booth staffed at all times.
- All will keep their vendor spaces clean and help to keep the premises clear of litter.
- If any vendor should, at any given time, present him/herself in a manner contrary to these rules and regulations, or in a hazardous or offensive manner to the public, other vendors, staff, volunteers, etc, will, upon request of festival staff, immediately stop the offending conduct. Failure to immediately comply will be just cause for revoking a vendor’s permit and his/her removal from the event. No refunds will be given.

Food Vendors

- Must provide your own generators, water and power.
- Must have a Pierce County Health Department permit and follow all health department guidelines.
- All employees/volunteers working must have Food Handler’s Cards.
- Must provide a copy of all permits with application.
- Must display health permit and food handling cards in booth.
- All parts of the booth (including, but not limited to, trailer hitch, barbeque, etc.) must fit within the space provided.